



COUNTY OF DURHAM

HEALTH DEPARTMENT

February 4, 2010

MEMORANDUM

To: Durham County Temporary Food Establishment Coordinators

From: Jan Jackson REHS, Durham County Division of Environmental Health

Through: Gayle Harris MPH, Durham County Health Director

Re: Permits for 2010 Temporary Food Establishments (TFEs)

This notice is being sent to you because you (or your agency) have been affiliated with a festival or other special event that has been held in Durham County. The enclosed information is intended to assist you with your TFE vendor application and permitting needs for upcoming events in 2010. We strive to provide timely application assistance to coordinators and vendors with best possible service the day of the special events. **Please take a few minutes to read through this as there have been several changes since last year.**

The TFE coordinator application package must be completed by the food establishment coordinator overseeing the special event. This coordinator will be the primary contact for Durham County Environmental Health. Our Department recommends the coordinator application be submitted as far in advance of the event as possible. **The completed application package must be received by our Department a minimum of 8 business days prior to the event. No application packages will be accepted after this deadline to allow sufficient time for review and inspection scheduling.**

The coordinator application package must include the following;

- **Completed vendor applications** (filled out by each vendor, not by the Event Coordinator)
- **Vendor permit fees** (\$75 per vendor location)
- **An event map identifying the locations of:**
 - **The individual food vendor(s),**
 - **Location(s) of restrooms or port-a-johns,**
 - **Location(s) of dumpsters,**
 - **Location of vendor(s) water supply**

414 E. Main Street, Durham, NC 27701 (919) 560-7800

The completed coordinator application package can be returned to us at the address below or faxed to (919) 560-7830.

If there is not an Event Coordinator for a specific event then the Temporary Food Establishment Vendor Application must be filled out by each vendor and returned to Durham County Environmental Health **a minimum of 8 business days prior to the event.** The application can be mailed to us at the address below or faxed to (919) 560-7830.

Please note that the State of North Carolina TFE permit fee has increased from \$50.00 to \$75.00. The fee can accompany the application or the vendor may also pay by phone using a credit card. For this option, the vendor must call (919) 560-7800, Monday through Friday from 8:30 am to 5:00 pm. Completion of the vendor application does not indicate compliance with any applicable laws or regulations.

Representatives from this Department will conduct an inspection on the day of the event prior to the opening of the TFE. An event permit will only be issued once the vendor has had met the requirements of the State laws governing food service establishments.

The State law exempting non-profit vendors has specific limitations and some non-profit food vendors will require a TFE permit. It is important that this Department be contacted more than 14 calendar days in advance of the event to assure adequate time for this determination. Non-profit organizations and political fundraisers must provide the IRS tax exemption identification number or other supporting documentation that indicates their tax status to this Department with the vendor application. This information must also be available on site during the event. If the organization cannot provide the proper documentation in order to meet the exemption, then a TFE permit would be required.

Please get your coordinator applications in early and let us know the dates for any events that are scheduled for 2010 as soon as possible. If there are any questions feel free to contact Jan Jackson or Marc Meyer at (919)560-7800.

cc:

Marc Meyer REHS, Supervisor, Environmental Health
Robert M. Brown REHS, Director, Environmental Health